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**Course Name**

# Executive Time, Priority & Delegation Mastery

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**Sector Name**

Administration and Office Efficiency

**Document Type**

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## Executive Time, Priority & Delegation Mastery

### Course Introduction

In today's fast-paced business environment, administrative professionals are expected to manage multiple priorities, coordinate complex activities, support executive operations, and maintain productivity under constant pressure. Time is no longer simply a personal resource—it has become an organizational asset that directly influences operational efficiency, service quality, and business continuity. Likewise, effective prioritization and delegation are no longer optional management techniques but essential capabilities that enable administrative professionals to optimize workflows, allocate resources effectively, and ensure the successful execution of organizational objectives.

Developed by **BOOST Consulting & Training**, the **Executive Time, Priority & Delegation Mastery** program provides administrative professionals with practical methodologies to manage competing priorities, organize executive workloads, delegate responsibilities effectively, and establish productive administrative systems that maximize efficiency and operational performance. The program emphasizes structured planning, workflow optimization, decision-based prioritization, and continuous performance improvement to help participants create sustainable administrative productivity.

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## Executive Time, Priority & Delegation Mastery

### Target Audience

- ✓ Administrative Managers
- ✓ Office Managers
- ✓ Executive Assistants
- ✓ Administration Supervisors

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## Executive Time, Priority & Delegation Mastery

### Learning Objectives

- ✓ Apply advanced executive time management techniques.
- ✓ Prioritize administrative activities based on business value.
- ✓ Delegate responsibilities effectively while maintaining accountability.
- ✓ Improve workflow efficiency and resource utilization.
- ✓ Reduce operational delays and administrative bottlenecks.
- ✓ Measure and improve administrative productivity.
- ✓ Develop a sustainable productivity improvement plan.

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## Executive Time, Priority & Delegation Mastery

### Course Outline

#### ✓ Day 01

##### **Foundations of Administrative Productivity**

##### **Understanding Executive Productivity**

- ✓ The changing nature of administrative work.
- ✓ Time as a strategic organizational resource.
- ✓ Characteristics of highly productive administrators.

##### **Identifying Productivity Challenges**

- ✓ Recognizing time wasters and workflow interruptions.
- ✓ Understanding administrative bottlenecks.
- ✓ Assessing current productivity practices.

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### Course Outline

#### ✓ Day 02

##### **Planning Priorities & Workflows**

##### **Strategic Priority Management**

- ✓ Aligning priorities with organizational objectives.
- ✓ Planning administrative workloads.
- ✓ Managing competing responsibilities effectively.

##### **Designing Efficient Workflows**

- ✓ Organizing administrative processes.
- ✓ Optimizing task sequencing.
- ✓ Improving coordination across activities.

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### Course Outline

#### ✓ Day 03

##### **Executing Work Through Effective Delegation**

###### **Delegation for Operational Excellence**

- ✓ Selecting the right tasks to delegate.
- ✓ Assigning responsibilities effectively.
- ✓ Maintaining accountability and follow-up.

###### **Managing Daily Administrative Execution**

- ✓ Coordinating multiple assignments.
- ✓ Handling changing priorities.
- ✓ Maintaining operational continuity.

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### Course Outline

#### ✓ Day 04

##### **Measuring Productivity & Continuous Improvement**

##### **Evaluating Administrative Performance**

- ✓ Measuring productivity indicators.
- ✓ Monitoring workflow effectiveness.
- ✓ Identifying improvement opportunities.

##### **Optimizing Administrative Performance**

- ✓ Eliminating recurring inefficiencies.
- ✓ Improving work methods.
- ✓ Building continuous productivity practices.

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## Executive Time, Priority & Delegation Mastery

### Course Outline

#### ✓ Day 05

##### **Strategic Productivity & Administrative Sustainability**

##### **Governance of Administrative Productivity**

- ✓ Establishing productivity standards.
- ✓ Strengthening accountability and ownership.
- ✓ Managing productivity risks.

##### **Building a Sustainable Productivity Roadmap**

- ✓ Developing long-term productivity strategies.
- ✓ Embedding continuous improvement into administrative operations.
- ✓ Creating a future-ready administrative productivity framework.

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## Executive Time, Priority & Delegation Mastery

### Confirmed Sessions

| FROM          | TO            | DURATION | FEES       | LOCATION    |
|---------------|---------------|----------|------------|-------------|
| Dec. 14, 2026 | Dec. 18, 2026 | 5 days   | 4250.00 \$ | UAE , Dubai |

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